

Instructions for completing Pre-Employment Packet

Please follow the directions below when completing the Pre-Employment Packet:

Pre-Employment - the Request for Personnel Action Form and the two background authorization forms must be submitted to HR together (with employee signatures):

- **Background Authorization – there are two forms** – Please complete both forms in their entirety. Please make sure that you write legibly or this could delay the processing and completion of the background check.
- **Request for Personnel Action Form** – The employee will complete Section 1 and sign on line #1 of Section 3.
- When you have complete the Background Check forms and the Request for Personnel Action Form please give to your immediate supervisor.

Northern Oklahoma College

Supplement to Fair Credit Reporting Act Disclosure and Candidate/Employee Authorization

(Please Print Legibly)

First Name	Middle Name	Last Name, Suffix
Maiden Name/Other Names Used		Social Security Number - A Social Security Number is required for a criminal background check. Your Social Security number will only be used in order to confirm your identity for purposes of completing an accurate background investigation.
Driver's License Number <small>(Required for Motor Vehicle Division Reports)</small>	State of Issue	Date of Birth
Phone	E-Mail	
Current Address		
City	State	Zip
Permanent Address (if different than Current Address)		
City	State	Zip
Other cities or towns in which you have resided over the last 7 years (Attach additional form if necessary)		
City	State	Zip
From (Month/Year)		To (Month/Year)
City	State	Zip
From (Month/Year)		To (Month/Year)
City	State	Zip
From (Month/Year)		To (Month/Year)

Applicant's Signature _____ Date

Department _____ Campus Location

Northern Oklahoma College

Fair Credit Reporting Act Disclosure and Candidate/Employee Authorization

Date: _____ **Department:** _____ **Job Title:** _____

Northern Oklahoma College will conduct Standard Pre-Employment Background Screening on all new hires and on certain employees to substantiate their qualifications for employment. Criminal background checks will be conducted in addition to the Standard Pre-employment Screening. I understand that Northern Oklahoma College may utilize the services of a third party vendor contracted by Northern Oklahoma College, as part of the procedure for processing my application for employment. I also understand if my application for employment is granted, Northern Oklahoma College may obtain further information through subsequent investigations through the contracted third party vendor. In order to update, renew or extend my employment. In accordance with the Fair Credit Reporting Act, this information may only be used to verify statement(s) made by an individual in conjunction with legitimate business needs. The depth of information available varies from state to state. The report will be generated for employment purposes only and in compliance with the Fair Credit Reporting Act, the Driver's Protection Act, and any applicable state statute(s).

APPLICANT/EMPLOYEE DISCLOSURE

I understand an investigative report may be generated on me which may include obtaining information from the last seven (7) years regarding, among other items, my character, work habits, performance and experience, along with reasons for termination of past employment, financial/credit history, criminal history records from any criminal justice agency in any or all federal, state, city and county jurisdictions, state Department of Motor Vehicle/Drivers' License Records to include traffic citations and registration, military records from the National Personnel Record Center, education records including transcripts, and requests for records and information from any individual, company, firm corporation, present and/or past employers and public agencies (including the Social Security Administration and the Immigration & Naturalization Service) subject to state and federal law. I fully understand that Northern Oklahoma College and/or their contracted agent, may be requesting information from public and private sources about any of the information noted earlier in this paragraph, and I freely give my consent for the Northern Oklahoma College and/or their contracted agent to do so.

I understand that I have the right to receive notice about the nature and scope of any investigative consumer report requested within five days after the College receives my request or five days after the investigative consumer report was requested, whichever is later. I also understand that before I am denied employment based, in whole or part, on information obtained in the investigative consumer report, I will be provided a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act prepared pursuant to 15 U.S.C. section 1681(g)(c). I understand if I disagree with the accuracy of any information in the report, I must notify Northern Oklahoma College within five business days of my receipt of the report. If I notify Northern Oklahoma College within five business days of the receipt of the report that I am challenging information in the report, Northern Oklahoma College will not make a final decision on my employment status until after I have had a reasonable opportunity to address the information contained in the report.

APPLICANT/EMPLOYEE RELEASE AND AUTHORIZATION

I hereby consent to this investigation and authorize, without reservation, any one contacted by Northern Oklahoma College and/or their contracted agent to furnish the information as stated above. In order to verify my identity for purposes of the background investigation I am voluntarily releasing my date of birth for my own benefit and fully understand that age is not a consideration of employment. In addition, I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original.

Applicant's Signature **Date**

Printed Name (First Name) **(Middle Name)** **(Last Name, Suffix)**

California, Minnesota & Oklahoma Applicants Only: I have the right to request a copy of my consumer report from the contracted agency by checking the box below. **Minnesota Applicants Only:** I have the right to make a written request to the consumer reporting agency to provide me with a complete and accurate disclosure of the nature and scope of the consumer report. **California Applicants Only:** You may obtain a copy of your file, upon submitting proper identification and paying the costs of duplications services in person, by mail or you may also receive a summary report of the file by telephone

- Being a resident of California, Minnesota or Oklahoma, I wish to receive a copy of the consumer report. (Check circle only if you wish to receive a copy)

Northern Oklahoma College

Request for Personnel Action

1			
SSN	Last Name	First Name	Initial
Home Address		Phone	
City	State	Zip	

All Full-time salaried and part-time, new hire and rehire employees are considered to be on probation during the first twelve (12) months of employment. A probationary period is used to evaluate an employees ability to perform his/her assigned duties; communicate effectively with co-workers; follow directions, rules, and policies; work in harmony with co-workers; and present a positive image of the College. The end of the probationary period does not indicate permanent employment. The College maintains its right to employ "at-will" and may choose not to renew an appointment to a position, regardless of probationary status.

2				
Requires increase in funding: yes ___ no ___		<u>Check all that apply:</u>		
Transaction Type: Vacant Position ___ New Position ___ Reallocation ___ Other ___		9-Month _____ 12 month _____ Faculty _____ Adm/Professional _____ Full time _____ Classified _____ Part time _____ Hourly/Seasonal _____ Salaried _____ Temporary _____	Replacement For: _____	
Title or Position Proposed	Division or Area	Hourly Rate	Hr/Week	

Remarks or Special Conditions; Justification of Critical Need (Required):	
EMPLOYMENT BEGIN DATE	EMPLOYMENT END DATE
ANNUAL BASE SALARY/PAY	BUDGET TO BE CHARGED

3	SIGNATURES MUST BE SECURED IN THE FOLLOWING ORDER. PLEASE ROUTE DIRECTLY TO THE NEXT SIGNER.		
1. _____ Date: _____ Employee		<p>NOTE:</p> <p>This form and the background check must be completed with all signatures prior to reporting to work.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> SALARY TO BE PAID IN 12 Monthly Installments </div> <p>SALARY/PAY SUBJECT TO AVAILABILITY OF FUNDS</p>	
2. _____ Date: _____ Head of Division/Administration Area			
3. _____ Date: _____ Vice President of Campus/Division (if applicable)			
4. _____ Date: _____ Vice President			
5. _____ Date: _____ Vice President of Financial Affairs			

TO BE COMPLETE BY THE HUMAN RESOURCE DEPARTMENT					
		Date Received in HR Office			
Name of Department		Department Number	Last 5 Digits of Acct #	Occupation Code	Campus
Group Code	Payroll Frequency	Employment Status	Retirement Status	Wage Type	State Object